

Sitka Tribe of Alaska
Job Description
ENVIRONMENTAL LAB SPECIALIST

Exempt:	No	Grade:	7
Department:	Resource Protection	Hours:	8:00a.m. -4:30p.m.
Reports to:	Environmental Lab Manager	Effective Date:	February 1, 2021

I. SUMMARY

This individual is responsible for assisting the Environmental Lab Manager and Southeast Alaska Tribal Ocean Research (SEA TOR) Project Manager with conducting laboratory analysis specific to marine biotoxins, contaminants, and ocean chemistry; develop standard operating procedures for laboratory methods and maintain functionality of the Sitka Tribe of Alaska Environmental Research Lab and the STA Ocean Chemistry Lab; and develop biotoxin reports and public service announcements.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Supervision and Authority

This position reports to the Environmental Lab Manager and does not supervise any positions.

B. General Duties

- Oversee day to day sample processing tasks in the Sitka Tribe of Alaska Environmental Research Lab and the STA Ocean Chemistry Lab.
- Process shellfish and phytoplankton samples, including shucking, filtering homogenization, and extraction.
- Process discrete ocean acidification samples.
- Perform maintenance and calibration on lab equipment including Burke-o-Lator, freezers, MQ system, scales, pipettes, plate readers, pumps, and plumbing.
- Develop and maintain protocols and procedures for laboratory tasks.
- Utilize a variety of testing methods to analyze marine biotoxins and ocean chemistry parameters.
- Perform complex laboratory tasks independently and consistently.
- Assist in the planning and development of the SEATOR workshops, quarterly calls, biotoxin reports, and public service announcements.
- Participate in the Traditional Foods Program by assisting with the collection, processing, and distribution of traditional foods to Tribal Citizens and Elders.
- Respond to questions/comments in a courteous and timely manner.

C. Meetings, STA Reporting and Professional Conduct

- Keep Resources Protection Department staff informed about projects and duties via weekly staff meetings.
- Attend monthly lab meetings with SEA TOR staff.
- Attend SEA TOR quarterly calls.
- Attend STA all-staff meetings and events which may occur after hours or on weekends, including but not limited to the Annual Picnic, Annual Meeting, Annual Native American Heritage month parade, and other all-staff events that arise throughout the year.
- Prepare reports for inclusion in the Resources Protection Department report to Tribal Citizens in periodic Newsletters and the Annual Report.
- Represent Sitka Tribe of Alaska and maintain positive relations with other tribal, state, federal and local governments, public agencies, Tribal Citizens, the public, and the media.
- Treat STA Council, staff, Tribal Citizens, and the public in a respectful manner.
- Perform other duties as assigned.

III. MINIMUM REQUIREMENTS

A. Education

- Bachelor's degree in environmental science, fisheries, habitat management, biology, or similar field

B. Experience

- Experience in a laboratory setting analyzing environmental data.
- Experience working independently and as a team to accomplish program goals.

C. Additional Requirements

D. Knowledge, Skills and Abilities:

- Excellence in data input, interpretation, and QA/QC.
- Intermediate experience with computer systems and software such as Microsoft Word, Excel, and statistics.
- Experience with analytical chemistry and laboratory research, including data collection, sample processing, analysis, and reporting. Experience with HPLC instruments preferred
- Ability to effectively communicate research findings through written and oral media to diverse audiences.
- Ability to define problems, to collect data, to establish facts, and to draw valid conclusions.

- Ability to work with Tribal, State, and Federal agencies.

IV. PREFERRED KNOWLEDGE, SKILLS AND ABILITIES

- Understanding of the Native Community in Sitka
- Previous experience working for a tribal government

V. PREFERENCE

Tribal Citizen and Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.

VI. ADDITIONAL

A. Criminal Background Check

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check and submit a separate application for suitability. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense.

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

B. Drug- and Alcohol-Free Workplace

This position is required to comply with Sitka Tribe of Alaska's Drug and Alcohol-Free Workplace Ordinance and Regulation. This position therefore is subject to reasonable suspicion and follow-up drug/and or alcohol testing.